

ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position responsible for the performance of routine account keeping and clerical duties. The work involves the application of standardized account keeping practices in maintaining and checking financial accounts and records. Incumbents usually work on standardized assignments in accordance with definitely defined procedures. The class differs from that of Senior Account Clerk by virtue of performing less complex account keeping duties and the absence of supervisory responsibilities. Work is performed under the direct supervision of a higher level employee with minimum leeway allowed in the completion of work assignments. Supervision over others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Processes and audits vouchers for payment to vendors and encumbers proper account;
2. Posts to journal or ledger accounts from appropriations, expense invoices, payroll, receipts, voucher records and other original entry media;
3. Prepares summary statements of ledger balances;
4. Receives remittances by mail or in person, verifies accounts, computes interest and penalties, and posts to books of original entry;
5. Compiles payroll data and prepares payroll;
6. Verifies and reconciles account balances according to a prescribed procedure;
7. Reviews and checks routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
8. Sorts, indexes, and files a variety of records and reports;
9. May operate various office machines including electronic data processing equipment in the performance of account keeping duties;
10. May act as a receptionist, answer telephone, and direct inquiries to proper recipient;
11. May perform unskilled typing;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles, practices and procedures of account keeping; working knowledge of office terminology, procedures and equipment; working knowledge of business English and arithmetic, ability to maintain neat and legible records; ability to understand and effectively carry out oral and written directions; mathematical aptitude; patience; integrity; accuracy; physical condition commensurate with the demands of the position.

ACCOUNT CLERK (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in the performance of account keeping and/or bookkeeping;
- OR: (B) Completion of one year (30 credits are equal to one year) of college, business school, or other post high school training which included two courses in account keeping or bookkeeping;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

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